



District and Non-District Directed Professional Development Approval (DNDPDA-OG)

The following Operating Guideline shall dictate the process for the selection and approval of all professional development sessions/providers for the Ector County I.S.D. These guidelines should be followed to obtain approval for all professional development opportunities that directly impact classroom instruction (funded by campus or district budgets). Exceptions to these guidelines may include professional development related to athletics, fine arts, or other district-related technical operations. Any action outside of this operating guideline is a violation of this guideline and ECISD (referred to herein as "the district") Regulations. The effective date for the DNDPDA-OG is 6-7-2011.

Committee Membership

The committee for the purpose of approving professional development for ECISD employees will consist of the following members:

1. The Chief of Staff Officer for ECISD
2. The Assistant Superintendent for Curriculum and Instruction
3. The Assistant Superintendents for Secondary and Elementary Education
4. The Director of Federal and State Programs
5. The Director of Professional Development
6. The Director of Curriculum and Instruction

District Focus Topics

The designated district focus topics for professional development for the 2011-12 school year include the following:

1. Professional Learning Communities (DuFour/Eaker)
2. CSCOPE/STAAR
3. Texas Turnaround School Initiatives
4. Texas TAP Program
5. Texas Algebra Readiness Grant
6. Federal (SAP) Magnet Grant

All district- or campus-level professional development sessions related to the above topics, or any additional topics a district/campus leader feels is necessary to facilitate student performance growth, will require approval by the members of the District PD Approval Committee.



Processes and Protocol

District and campus leaders who wish to procure or provide professional development to ECISD staff members must submit an application to the Director of Professional Development.

1. All information on the application should be completed before the request may be placed on the agenda for the District PD Approval Committee.
2. In the case of a request for professional development topics outside the designated district focus topics, the application information must include information that provides a research-based rationale for the request as well as an analysis of student data which indicates the need for the specific topic.
3. The application should be forwarded to the Director of Professional Development 10 days before a regularly scheduled committee meeting. If an advance is requested, a minimum of 4 weeks is required.
4. The District PD Approval Committee meeting dates for 2011-12 are listed below.
 - a. Monday, September 5
 - b. Wednesday, October 5
 - c. Tuesday, November 8
 - d. Monday, December 5
 - e. Tuesday, February 7
 - f. Wednesday, March 7
 - g. Tuesday, April 3
 - h. Monday, May 7
 - i. Monday, June 4
5. The Director of Professional Development will forward a copy of the applications to be discussed at each meeting to each member of the District PD Approval Committee at least 24 hours prior to the meeting.
6. A copy of the blank application may be obtained from the Professional Development website.

Approval Notification

The Director of Professional Development will provide notification regarding the District PD Approval Committee deliberations/decisions within 24 hours of the conclusion of each of the meetings. (Note) If the approved PD is funded via federal or state (such as Title I, II, or SCE), please refer to those guidelines for obtaining funds once approval for the professional development has been received from the committee.

Use a separate form for each request.

Request for Professional Development

Person Making Request: _____ Campus/Department: _____

Date Submitted: _____ Date Needed: _____

Title Topic: _____

Presenter: _____

Target Audience: _____

Location of PD: _____

Put a check mark next to each of the district initiatives your PD request addresses:

Professional Learning Communities (PLCs)

CSCOPE/STAAR

Texas Turnaround School Initiatives (TTLA)

Texas TAP Program

Texas Algebra Readiness Grant

Federal (SAP) Magnet Grant

Other (must attach an explanation why this professional development should be allowed when it is outside the area of focused initiatives)

Purpose/Reason for request (Support with data from your Campus/District Improvement Plan): _____

Follow up Plan (How will it be evaluated? What documentation will be provided? How will implementation be monitored?): _____

Funding Source: Title II Local Other (Specify- _____) No funds needed

When requesting funds, please breakdown the costs as listed below:

_____ Contracted Services (Submit as a flat fee including room, food, travel, etc)

_____ Materials required for session

_____ Registration (includes fees and dues)

_____ Travel (hotel, meals and transportation)

_____ Supplemental Pay for teachers after contract hours (See Salary Schedule Exhibit A)

_____ 3% for supplemental pay benefits

_____ **Total Requested**

Requestor Signature

Principal/Program Director Signature

Signatures of Approval:

Director of Professional Development / Date

Assistant Superintendent for C&I / Date

Committee Member

Committee Member

Committee Member

Committee Member

August Professional Development Calendar

2011-2012

(revised 6.7.2011)

Date	Morning (8:00 - 11:15)	Lunch (11:15 - 12:45)	Afternoon (12:45 - 4:00)
Monday, August 8	New Teachers (Directed by the principal and CCF at the campus)		New Teachers (Directed by the principal and CCF at the campus)
Tuesday, August 9	Campus Planned Meetings/PD No Other District Meetings Scheduled		Campus Planned Meetings/PD No Other District Meetings Scheduled
Wednesday, August 10	Campus Planned Meetings/PD		Campus Planned Meetings/PD
Thursday, August 11	District Planned PD (PLC Focus)		District Planned PD (PLC Focus)
Friday, August 12	District Planned PD (CSCOPE Collaboration)		District Planned PD (CSCOPE Collaboration)
Monday, August 15	District Convocation		District PD Teacher Conference
Tuesday, August 16	District PD Teacher Conference Athletics PD		District PD Teacher Conference Athletics PD
Wednesday, August 17	Campus Planned Meetings/PD ***Other Meetings Athletics PD		Campus Planned Meetings/PD ***Other Meetings Athletics PD
Thursday, August 18	Campus Planned Meetings/PD PDAS Training – New Teachers	New Teacher Luncheon 11:00 -1:00	Campus Planned Meetings/PD PDAS Training – New Teachers
Friday, August 19	Teacher Work Day ***Other Meetings		Teacher Work Day ***Other Meetings

***** Special Program Meetings (Athletics, Fine Arts,
Special Areas-Sped, BE/ESL, etc)**

BLUE: denotes district planned

RED: denotes new teachers



First Year Teachers 2011 - 2012

Requirements of Protégé:

- Observing another teacher and/or mentor (arranged by mentor)

- Drop-In visits from mentor

- Collaborative Log

- Quarterly Academies

- Video-taped lesson
 - View and reflect w/mentor

I have completed the above requirements during the 2011 - 2012 school year.

Protégé Signature: _____

Mentor Signature: _____ Date: _____

Principal and AP Professional Development/Meeting Schedule Fall 2011 - 2012

Date	Elementary	Secondary	Location
	Asst Principals 8:30-11:30 am Principals 1:00 – 4:00 pm	Principals 8:30-11:30 am Asst Principals 1:00-4:00 pm	CR-E
Oct. 3 (Mon.)	Academy #2 CSCOPE/Lesson Plans-90 min. Leadership Guide-30 min. PLC Focus-60 min.		CR-E
Oct. 12 (Wed.)		Academy #3 Eduphoria/Using Data to Guide Planning-90 min. CSCOPE/Lesson Plan-45 min. PLC-45 min.	CR-E
Oct. 14 (Fri.) 8:30-11:30 am	<u>For principals only</u> Fall PEIMS-Harper-30 min. Employee Leave System-Harper- 30 min Sped Program-Smith-60 min PDAS-Sanchez-60 min		CR-E
Oct. 17 (Mon.)	Academy #3 Eduphoria/Using Data to Guide Planning-90 min. CSCOPE/Lesson Plan-45 min. PLC-45 min.		CR-E
Oct. 19 (Wed.) 8:30-11:30 am		<u>For principals only</u> Athletics-Vesley-15 min Fall PEIMS Discipline-Harper-60 HS Course Descrip-Mata-15 min Sped Program-Smith-60 min PDAS-Sanchez-30 min	CR-E
Oct. 24 (Mon.)	Academy #4 PLC Focus-60 min. Assessment Analysis-60 min. Leadership Guide-60 min.		CR-E
Oct. 26 (Wed.)		Academy #4 PLC Focus-60 min. Assessment Analysis-60 min. Leadership Guide-60 min.	CR-E

Bring laptop or iPad to all Academy Sessions.

Revised 9/30/11

Principal and AP Professional Development/Meeting Schedule Fall 2011 - 2012

Date	Elementary	Secondary	Location
	Asst Principals 8:30-11:30 am Principals 1:00 – 4:00 pm	Principals 8:30-11:30 am Asst Principals 1:00-4:00 pm	CR-E
Nov. 2 (Wed.) 3:30-5:00 pm	For principals only AVID-Mata-30 min Accountability Sped-Smith-90 min Technology Update-Jackson-30 min		CR-E
Nov. 7 (Mon.)	Academy #5-Asst. Principals Agenda TBD by previous session progress 8:30-11:30 am	Academy #5-Asst. Principals Agenda TBD by previous session progress 1:00-4:00 pm	CR-E
Nov. 8 (Tues)	Academy #5 Full Day With Ervin Knezek Principals and CCFs 8:30 am – 4:00 pm	Academy #5 Full Day With Ervin Knezek Principals and CCFs 8:30 am – 4:00 pm	CR-E
Nov. 16 (Wed.) 8:30-11:30 am		For principals only AVID-Mata-30 min Technology Update-Jackson-30 min Accountability-Sped-Smith-90 min	CR-E
Nov. 28 (Mon.)	Academy #6 Agenda TBD by previous session progress		CR-E
Nov. 30 (Wed.)		Academy #6 Agenda TBD by previous session progress	CR-E
Dec. 2 (Fri.) 8:30-11:30 am	For principals only Sped OG-Smith-120 min		
Dec. 7 (Wed.)		Academy #7 Agenda TBD by previous session progress	CR-E
Dec. 12 (Mon.)	Academy #7 Agenda TBD by previous session progress		CR-E
Dec. 14 (Wed.) 8:30-11:30 am		For principals only Sped OG-Smith-120 min	CR-E

Bring laptop or iPad to all Academy Sessions.

Revised 9/30/11

Instructional Leadership Academy/Admin Meeting Schedule Spring 2012

Date	Elementary	Secondary	Room
	Asst Principals 8:30-11:30 am Principals/CCFs 1:00 – 4:00 pm	Principals/CCFs 8:30-11:30 am Asst Principals 1:00-4:00 pm	
Jan. 9	Academy #8-Princ/APs/CCFs PBMAS Visit Overview-ESC 18 -45 min Crucial Conversations/Growth Plans 120 min		CR-E
Jan. 11		Academy #8-Princ/APs/CCFs PBMAS Overview-ESC 18-45 min Crucial Conversations/Growth Plans-120 min	CR-E
Jan 18	For principals only 8:30-11:30 Personnel Documentation-Atkins 3 hours	For principals only 1:00-4:00 Personnel Documentation-Atkins 3 hours	CR-E
Jan. 23	Academy #9 Ervin Knezek-Principals/APs/CCFs Session 1-8:30-11:30 Session 2-1:00-4:00	Academy #9 Ervin Knezek-Principals/APs/CCFs Session 1-8:30-11:30 Session 2-1:00-4:00	CR-E
Jan. 27	Mandatory STAAR Training Principals/Test Coordinators Tommy Robinson	Mandatory STAAR Training Principals/Test Coordinators Tommy Robinson	TBD
Feb. 8	Academy #10 Ervin Knezek-Principals/APs/CCFs Session 1-8:30-11:30 Session 2-1:00-4:00	Academy #10 Ervin Knezek-Principals/APs/CCFs Session 1-8:30-11:30 Session 2-1:00-4:00	CR-E
Feb. 16	For principals only 8:30-11:30 TBD 3 hours	For principals only 1:00-4:00 TBD 3 hours	CR-E
Feb. 30	Academy #11 Assistant Principals Only	Academy #11 Assistant Principals Only	CR-E
March 5	Academy #12 Ervin Knezek-Principals/CCFs Only	Academy #12 Ervin Knezek-Principals/CCFs Only	CR-E
April 2	District Planning; Principal, APs, and CCF attendance not required.	District Planning; Principal, APs, and CCF attendance not required.	CR-E
April 9	For principals only 8:30-11:30 IS Update-Harper-60 min 2 hours	For principals only 1:00-4:00 IS Update-Harper-60 min 2 hours	CR-E
May 4	Academy #13 Ervin Knezek-Principals/APs/CCFs Session 1-8:30-11:30 Session 2-1:00-4:00	Academy #13 Ervin Knezek-Principals/APs/CCFs Session 1-8:30-11:30 Session 2-1:00-4:00	CR-E
May 14	Academy #14 Principals/APs/CCFs PLC Focus 180 min		CR-E
May 16		Academy #14 Principals/APs/CCFs PLC Focus 180 min	CR-E

Bring laptop or iPad to all Academy Sessions. Revised 3/5/2012

Summer 2012 <i>Revised 3.14.2012</i>	JUNE															LOCATIONS	JULY																	
	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22		16	17	18	19	20	23	24	25	26	27								
	Group #1					Group #2					Group #3					Group #4					Group #5													
Elem. CSCOPE Science/ELPS/Aware	X	X	X	X		X	X	X	X		X	X	X	X		OHS 150	X	X	X	X		X	X	X	X									
Elem. CSCOPE Social Studies /ELPS/ Aware	X	X	X	X		X	X	X	X		X	X	X	X		Nimitz A-9	X	X	X	X		X	X	X	X									
Elem. CSCOPE Math/ELPS/ Aware	X	X	X	X		X	X	X	X		X	X	X	X		Bowie 200-A	X	X	X	X		X	X	X	X									
K-2 Reading Workshop Training (Invitation Only)	X	X	X	X		X	X	X	X		X	X	X	X		Admin CR-A/B	X	X	X	X		X	X	X	X									
Sec. CSCOPE Science/ELPS/ Aware	X	X	X	X		X	X	X	X		X	X	X	X		OHS 151	X	X	X	X		X	X	X	X									
Sec. CSCOPE Social Studies /ELPS/ Aware	X	X	X	X		X	X	X	X		X	X		X		Nimitz A-10	X	X	X	X		X	X	X	X									
Sec. CSCOPE Math/ELPS/ Aware	X	X	X	X		X	X	X	X		X	X	X	X		Bowie 200-B	X	X	X	X		X	X	X	X									
Science Dept. Team (chairs only M & T)	X	X	X	X	X											OHS 152																		
Math Dept. Team (chairs only M & T)	X	X	X	X	X											Bowie 178																		
Secondary Abydos/NJ Writing Project (7-12 only)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	OHS Library																		
Empowering Writers (ELA teachers only)		X	X	X			X	X	X						OHS 177		X	X	X			X	X	X										
Pre-K Frog Street Press/PRTI		X	X	X			X	X	X						OHS 175																			
SpEd Operating Guidelines Workshop	X	X	X											SpEd Annex																				
SpEd ARD Process Workshop						X	X	X						SpEd Annex																				
SpEd Differentiation/ Accommodations											X	X	X	SpEd Annex																				
K-2 Guided Reading Make and Take (Prerequisite; K-2 Reading Workshop)														Admin CR-E	X	X	X	X			X	X	X	X										
															Group 1	Group 2					Group 3	Group 4												
Pre-K Make and Take														OHS 175	X	X	X	X			X	X	X	X										
															Group 1	Group 2					Group 3	Group 4												
Elementary Sheltered Instruction														OHS 178	X	X	X	X			X	X	X	X										
															Group 1	Group 2					Group 3	Group 4												
Secondary Sheltered Instruction														OHS 174	X	X	X	X			X	X	X	X										
															Group 1	Group 2					Group 3	Group 4												
IT Laptop Proficiency Training	0	0	0	0	0	0	0	0	0	0	0	0	0	CORC	0	0	0	0			0	0	0	0										
					Single Day Trainings																				Single Day Trainings									